

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 13-63

OPEN TO: All Interested Candidates	OPENING DATE: April 05, 2013
TITLE: AID Development Program Assistant	CLOSING DATE: April 18, 2013
GRADE: GRADE: FSN-9 (Rs.1,222,464 P.A. to Rs. 2,271,353 P.A.)	AGENCY: USAID
Position No: 80260-032	LOCATION: ISLAMABAD

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of AID Development Program Assistant for the Peshawar Office based in Islamabad.

BRIEF DESCRIPTION OF DUTIES: The incumbent assists the Monitoring and Evaluation Specialist in monitoring and evaluating activities in support of USAID and U.S. Government (USG) goals in the FATA and the KPK. The primary purpose of the position is to assist FATA office with monitoring and evaluation of programmatic activities at the field level across FATA and KPK, and to provide support for reporting to USAID/Pakistan, USAID/Washington, and others. The incumbent has primary responsibility for providing site support in the monitoring and evaluation of USAID programs in the FATA and the KPK. The incumbent ensures that the M&E Section is in compliance with all USAID requirements for performance monitoring and evaluation.

QUALIFICATION REQUIRED:

EDUCATION: University degree (sixteen years of education) in public or business administration, political science, education, economics, international relations, or statistics is required.

EXPERIENCE: Three years of progressively responsible experience in monitoring, evaluation, analysis and interpretation of data and presentation of findings in written form is required.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu as well as Level IV (fluent) spoken Pashtu is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: Must have a thorough understanding, or the ability to quickly gain such understanding, of the goals and overall content of the FATA and KP Programs, along with a very good knowledge of monitoring and evaluation techniques for development programs. A good knowledge of FATA/KPK economic, social, cultural, and political characteristics is required, as is an understanding of development in the region. Knowledge of the objectives and operations of the organization, or the program activities of other international donor organizations, is required.

ABILITIES & SKILLS: Incumbent must have experience in program reporting and monitoring, strong interpersonal skills, and the ability to work in a team environment. The ability to liaison effectively with a wide range of individuals and institutions is required. The incumbent must understand the frameworks and policies pertaining to monitoring and evaluation practices, data collection and quality assessment techniques, and community development. Incumbent must have strong understanding of, and experience in, the design and conduct of survey and assessment studies. Incumbent must be able to prepare reports and briefing papers in English, in a timely manner, and must develop a thorough understanding of the organization and host-government goals, policies, and procedures. Incumbent must be flexible, must be able to provide considered analyses, and must be able to work under pressure. Computer literacy and experience in operating SPSS and other data analysis software, along with spreadsheet programs, is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-XX) must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 18, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.